HOW TO USE KEY CARDS to ACCESS PB’s

1. Do NOT Punch a hole in the card, as that will damage the wire inside. The cards will work when placed in a plastic key card holder.

2. For Spring 2011, the classrooms (PB22-101 and PB22-102) are to remain locked at all times as a deterrent to theft of computers, audio visual equipment and other technology in each room. All instructors and/or authorized lab assistants must have approval by the appropriate Dean, Dept. Chair, or Division Chair to acquire a key card that will open the portable lab classrooms. Please ensure the approving party states the hours of access to the labs, i.e., 7 AM – 9 PM, or 24 hours, etc.

3. There are hot spots by each entry door to the portables. You’ll need to “energize” your card at one of these hot spots prior to using the card to enter your office. There are hot spot boxes by each portable building hallway entry door. The energizing of your card lasts for 24 hours + the number of hours up to midnight of the next day. Hallways are scheduled to be open Monday through Friday at 7 am and will automatically lock at 9 pm. If you plan to visit your office at a time when the hallways are not open, as long as your card is energized, you can access the building.

If you have any questions regarding your key card, please feel free to contact Debi Brockman at 47750, or call Nadine Austin directly at 47369.

If you have problem with your key card during a campus closure time, you may contact Campus Security at 974-7911.